



CALHOUN COUNTY

JOB NOTICE

HR #96-2017

Deputy Court Clerk - Civil District Court

Under the supervision of a Deputy District Court Clerk Supervisor, performs a variety of complex clerical tasks involved in processing civil cases. Provides information and assistance to law enforcement officers, attorneys, defendants and court patrons. Substitutes for other court staff and provides general clerical assistance to the Judges and administrative staff.

Starting Wage: \$13.94

Minimum Requirements: High School graduation or equivalent. One year of general office experience, preferably in a district court or closely related setting. A high level of confidentiality. Excellent interpersonal, communication, organizational and computer information systems skills.

Status: Part-Time, Non-Exempt

Bargaining Unit: TPOAM - District

Location: Justice Center – Battle Creek

Position Opening: 11/16/17

Position Closing: 11/28/17

Only qualified applicants meeting minimum requirements will be considered as having applied for this position. Please apply on line at <http://www.calhouncountymi.gov> by completing the Calhoun County Employment Application, along with uploading a current resume and letter of interest. A job description will be available upon request. EEO Employer.